



December 2, 2015

TO ALL UTILITY COMMISSION MEMBERS:

GERRY WARNER
BOB MULLEN
JERRY FREY
DAN CASEY
PAT BECKER

This is to inform you that there will be a Utility Commission Meeting on **December 2, 2015 at 7:30 a.m.** in the Administrator's office at the Civic Center.

AGENDA:

1. Call to order
2. Adoption of agenda
3. Approval of previous commission meeting minutes
4. Approval of bills and disbursements – November 2015
5. Public Comment
6. Approval of Tax Roll Write –Offs
7. 2016 Capital Budget and Budget Overview
8. WPPI Contract Extension & Options Presentation
9. Closed Session per State Statute 19.81 (1)(c)(f) – “Consideration of moving into closed session pursuant to sec. 19.85(1)(c) and (f), Stats., to consider employment, promotion, compensation or performance evaluation data and the preliminary consideration of specific personnel problems of an employee over which the City has jurisdiction and the discussion in public would likely have a substantial adverse effect upon the reputation of that employee and deliberating or negotiating and/or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
10. Communications and miscellaneous correspondence
11. Adjourn

A handwritten signature in black ink, appearing to read "Mike Darrow", is located below the agenda list.

Mike Darrow
Utility Manager

A majority of the members of the New Richmond City Council may be present at the above meeting.

Pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2nd 408 (1993) such attendance may be considered a meeting of the City Council and must be noticed as such, although the Council will not take action at this meeting.

New Richmond Utilities

NOVEMBER 2015

Check Register

Check #	Date	Amount	Vendor Name	Description
000887	11/3/2015	760.00	HYDRODESIGNS	CROSS CONNECT INSPECTION SVC
000888	11/6/2015	83,550.00	LOCAL GOVERNMENT INVESTMENT POOL	NOV15 INVESTMENT
000889	11/6/2015	29,000.00	LOCAL GOVERNMENT INVESTMENT POOL	NOV15 INVESTMENT
000890	11/5/2015	10,294.20	US BANK CORPORATE PAYMENT SYSTEM	OCTOBER WATER PCARD INVOICES
000891	11/13/2015	8,000.00	LOCAL GOVERNMENT INVESTMENT POOL	OCT15 SAC AND WATER IMPACT FEE
000892	11/11/2015	1,896.72	CITY OF NEW RICHMOND	OCTOBER MONTHLY BILL
000893	11/11/2015	4,215.33	CITY OF NEW RICHMOND	NOVEMBER INSURANCE
000894	11/11/2015	7,356.93	CITY OF NEW RICHMOND	RECYCLING
000895	11/11/2015	21,674.33	CITY OF NEW RICHMOND	STORM WATER
000896	11/11/2015	449.33	CITY OF RIVER FALLS	URD FAULT FINDING
000897	11/11/2015	9,671.90	DAKOTA SUPPLY GROUP INC	SENSUS REMOTES
000898	11/11/2015	18.83	DAVID PUFALL	REIMBURSE LAB CLASS TRAINING
000899	11/11/2015	2,244.50	INFOSEND, INC	OCTOBER BILLING & POSTAGE
000900	11/11/2015	5,565.57	NEW RICHMOND UTILITIES	OCT CTOC COLLECTIONS
000901	11/11/2015	22.23	STEVE SKINNER	REIMBURSE SCHOOLING-MADISON
000902	11/19/2015	28,168.98	WI DEPT OF REVENUE	OCT15 SALES TAX
000903	11/30/2015	589,378.27	WISCONSIN PUBLIC POWER INC	OCT15 PURCHASED POWER
000904	11/13/2015	59,272.61	CITY OF NEW RICHMOND	PAYROLL 11/13/15
000905	11/24/2015	2,500.00	CITY OF NEW RICHMOND	NOVEMBER RENT
000906	11/24/2015	42,534.42	CITY OF NEW RICHMOND	TAX EQUIVALENT
000907	11/24/2015	26.00	CITY OF NEW RICHMOND	BENEFIT EXTRAS-MONTHLY FSA
000908	11/24/2015	92.62	CITY OF NEW RICHMOND	BENEFIT EXTRA HRA MO ADMIN FEE
000909	11/24/2015	486.56	CITY OF NEW RICHMOND	DISABILITY INSURANCE
000910	11/24/2015	23,974.45	CITY OF NEW RICHMOND	HEALTH INSURANCE
000911	11/24/2015	38.27	CITY OF NEW RICHMOND	LIFE INSURANCE
000912	11/24/2015	1,844.50	COMMERCIAL TESTING LABORATORY	BOD, PHOSPHOROUS, AMMONIA
000913	11/24/2015	148.80	DIGGERS HOTLINE, INC.	REMAINING TICKET BALANCE DUE
000914	11/24/2015	760.00	HYDRODESIGNS	CROSS CONNECT INSPECT SVC

000915	11/24/2015	700.87	ST CROIX AUTOMOTIVE	REPAIR, IGNITION COIL, PLUG
000916	11/24/2015	482.90	TJADER & HIGHSTROM	1 1/2" INTERDUCT
000917	11/24/2015	25.00	WISCONSIN STATE LAB OF HYGIENE	FLUORIDE TEST
000918	11/24/2015	612.00	WISCONSIN STATE LAB OF HYGIENE	BOD/COD, NUTRIENTS
000919	11/25/2015	57,255.25	CITY OF NEW RICHMOND	PAYROLL 11/25/15
034064	11/3/2015	220.94	STUART C IRBY CO	TESTING-BLANKET
034065	11/3/2015	1,209.94	PUBLIC SERVICE COMM OF WI	WATER ADVANCE ASSESSMENT
034066	11/3/2015	18,755.80	R&R WASTE SYSTEMS CLEANING INC	TELEVISION SEWER MAIN
034067	11/5/2015	181.41	BALDWIN TELCOMM	OCTOBER PHONE BILL
034068	11/9/2015	1,134.00	NEW RICHMOND UTILITIES	CR ACCT#1630800-26 SOLAR PANEL
034069	11/11/2015	630.72	AMERIPRIDE LINEN & UNIFORM SERVICES	UNIFORM SERVICE
034070	11/11/2015	18,584.00	BORDER STATES ELECTRIC SUPPLY	CENTRON METERS
034071	11/11/2015	750.00	DAN CASEY	2015 YEARLY UTIL COMM PYMT
034072	11/11/2015	1,092.00	EXPRESS EMPLOYMENT PROFESSIONALS	WAGES - R JORSTAD 10/25/15
034073	11/11/2015	751.74	FLEET ONE LLC	OCTOBER FUEL
034074	11/11/2015	544.15	FREEDOM VALU CENTERS	OCTOBER FUEL
034075	11/11/2015	288.43	FRONTIER COMMUNICATIONS	OCTOBER PHONE BILL
034076	11/11/2015	750.00	GERALD FREY	2015 YRLY UTIL COMM PYMT
034077	11/11/2015	750.00	GERALD WARNER	2015 YRLY UTIL COMM PYMT
034078	11/11/2015	28,859.18	STUART C IRBY CO	MARKING FLAGS
034079	11/11/2015	295.00	KROLL'S EXCAVATING	BLACK DIRT
034080	11/11/2015	617.08	KWIK TRIP	OCTOBER FUEL
034081	11/11/2015	290.65	MONARCH PAVING COMPANY	ASPHALT N 3RD ST
034082	11/11/2015	109.44	MY RECEPTIONIST, INC	ANS SVC 9/23/15-10/20/15
034083	11/11/2015	750.00	PAT BECKER	2015 YRLY UTIL COMM PYMT
034084	11/11/2015	750.00	ROBERT MULLEN	2015 YRLY UTIL COMM PYMT
034085	11/11/2015	478.30	TOSHIBA BUSINESS SOLUTIONS	MAINT AGREEMENT & COLOR COPIES
034086	11/11/2015	248.41	VERIZON WIRELESS	OCTOBER CELL PHONE BILL
034087	11/11/2015	217.03	MUNITECH INC	CLEAN & TEST BADGER METER
034088	11/13/2015	8,389.69	HEARTLAND CONTRACTORS OF WI INC	APPLICATION PYMT#1
034089	11/24/2015	12.14	AARON & RACHEL HYMAN	CR REF ACCT# 213400-23
034090	11/24/2015	375.23	BRIAN J JOHNSON	CR REF ACCT# 608100-24
034091	11/24/2015	424.76	CRAIG WALDRON	CR REF ACCT# 1491400-30
034092	11/24/2015	800.00	DELL MARKETING L.P.	OPTIPLEX 9020 COMPUTER

034093	11/24/2015	484.00	ECYCLING	RECYCLING ELECTRONICS
034094	11/24/2015	3,000.00	FUSION METAL PRODUCTS INC	SANDBLAST, POWDER COAT 3'ARMS
034095	11/24/2015	6,402.02	HD SUPPLY WATERWORKS, LTD	3" FLANGE KIT
034096	11/24/2015	249.54	HOPE KJESETH	CR REF ACCT# 1202000-21
034097	11/24/2015	748.00	STUART C IRBY CO	HEAT SHRINK, CABLE SEALING KIT
034098	11/24/2015	104.23	KELLI OSTERMANN	CR REF ACCT# 1290600-22
034099	11/24/2015	317.49	MAILFINANCE	STUFFER MAINTENANCE AGREEMENT
034100	11/24/2015	341.25	MARK & TAMMY VAN DE WIELE	CR REF ACCT# 1714700-21
034101	11/24/2015	75.00	MATT BROWN	REIMBURSE DOT PHYSICAL
034102	11/24/2015	126.43	MATT S ELLWANGER	CR REF ACCT# 844700-32
034103	11/24/2015	98.61	RDD PROPERTIES	CR REF ACCT# 905700-21
034104	11/24/2015	88.02	RIVERTOWN NEWSPAPER GROUP	HYDRANT FLUSHING
034105	11/24/2015	118.17	RYAN SIREK	CR REF ACCT# 1096400-21
034106	11/24/2015	36.18	STACI R CANFIELD	CR REF ACCT# 421600-26
034107	11/24/2015	75.00	TOM RICKARD	REIMBURSE DOT PHYSICAL
034108	11/24/2015	7.56	TREVOR & JESSICA JOHNSON	CR REF ACCT# 709900-26
034109	11/24/2015	21,151.65	WEST CENTRAL WIS BIOSOLIDS FAC	OCTOBER BIOSOLIDS
034110	11/24/2015	235.85	XCEL ENERGY	OCTOBER GAS BILL
034111	11/24/2015	560.00	CITY OF NEW RICHMOND	EMPLOYEE CHRISTMAS FUND
034112	11/25/2015	0.00	VOIDED CHECK	PAYCHECKS - NEW PAYROLL SYSTEM

Total \$ 1,115,500.41

Total Checks & Wires

November 4, 2015

The regular meeting of the New Richmond Utility Commission was held on November 4, 2015 at 7:30 a.m. at the Civic Center.

Jerry Frey called the meeting to order at 7:30 a.m.

Members Present: Jerry Frey, Bob Mullen, Dan Casey, Gerry Warner, and Pat Becker.

A motion was made by Pat Becker to approve the agenda, seconded by Dan Casey, and carried.

A motion was made by Bob Mullen to approve the minutes of the October 7, 2015 meeting, seconded by Pat Becker, and carried.

A motion was made by Gerry Warner to approve bills, and disbursements, seconded by Pat Becker, and carried.

Public Comment – None

2016 Draft Budget Review and Discussion – Nancy Petersen presented the first draft of the 2016 Electric, Water, and Sewer Budgets. Some changes are anticipated. We would like to have the 2016 Electric, Water, and Sewer Budgets as well as Capital Budget Plans approved at the December 2, 2015 Utility Commission meeting. Going paperless at the Utility Commission meetings was again discussed, and the consensus was to convert to iPads in 2016 for those Utility Commissioners interested in this option. This expense was included in the first budget draft.

Election of Officers – The annual election of officers occurred. A motion was made by Bob Mullen to elect Pat Becker for President, seconded by Dan Casey, and carried. A motion was made by Jerry Frey to elect Gerry Warner for Secretary, seconded by Pat Becker, and carried.

Department Reports:

Bob Meyer, Water Superintendent:

The flushing of fire hydrants and jetting continues. Numerous inspections have been taking place. The Water Department is involved with issues at Short Dance Studio. Marty Powers continues to be involved with street projects. Pat Howell was completing an exam for distribution of ground water. Water disconnections have begun in November, taking the place of electric disconnections.

Steve Skinner, Lead Wastewater Treatment Plant Operator:

Steve Skinner was absent. Jeremiah Wendt gave the following report in his absence. Steve Skinner and David Pufall were taking Lab Certification tests. A new radio was ordered for the main lift station, and will be installed as soon as it is delivered. The annual tank cleaning was completed. This process included draining the tanks, cleaning, and visually inspecting all equipment. An electrician was brought in to repair the electrical issue with one of the clarifiers. Steve is currently working on the 2016 Budgets. Asphalt patching will be done on the access road to the WWTP. The annual Biosolids meeting will be held on November 17, 2015.

Tom Rickard, Electric Superintendent:

The extension to Culvers, as well as the Madison Avenue Lighting Project, have been completed. The Electric Department is currently working to complete electric service to Goodwill. The service to Dance Studio has been changed to come from Arch Avenue. Tom Rickard made courtesy calls to new construction contractors asking if foundations could be marked. By doing this, power could be run to the building before the ground freezes, resulting in less expense for the contractors. Kevin Blader will be off in December due to surgery.

Jeremiah Wendt, Director of Public Works:

Jeremiah gave a brief update on the street and utility projects. Other than some restoration work to be completed in the spring, High Street, 115th Street, and 175th Street should be completed early next week. Grant Way is scheduled to be paved late this week. We are finishing up the storm sewer on Roosevelt Drive. Roosevelt Drive will be brought up to grade before winter. The application submitted for the Safe Water Drinking Loan for the Water Tower Project, resulted in New Richmond Utilities receiving \$70,000.00 in grant funding. Last week we filled out the Intent to Apply forms for the 2016 projects. We can apply for the Safe Drinking Water Fund for water main replacement, and the Clean Water Fund for sewer replacement. This puts us on a list for next year. We are not committed to using these loan programs. However, it does enable us to see how we rank, which will help us determine if the program is beneficial for us.

Nancy Petersen, Finance Director:

Collecting Unpaid Utility Bills – Towns of Richmond and Star Prairie – Both the Towns of Star Prairie and Richmond approved the Resolutions Authorizing the Town of Richmond and Star Prairie to Impose a Special Charge under Wis. Stats. §66.0809. An Agreement for Assessment between the Towns and the City was also signed. We can now utilize the same tax roll process as we do in the City limits of New Richmond for those utility bills past due as of September 30 in those Towns.

Lien Processing (Tax Roll) – 2015 – On October 15, 2015 we mailed:

OCT 15-LETTERS MAILED PAST DUE AS OF 9/30						
	LANDLORDS		*	OWNERS		TOTALS
	Amt Owed	Ltrs		Amt Owed	Ltrs	
10/15/2015	\$ 19,249.15	109	*	\$ 14,857.23	85	\$ 34,106.38 194
10/15/2014	\$ 25,097.63	96		\$ 12,692.57	93	\$ 37,790.20 189
10/15/2013	\$ 40,053.99	194		\$ 17,170.61	108	\$ 57,224.60 302
10/15/2012	\$ 47,738.83	251		\$ 24,582.62	136	\$ 72,321.45 387
<i>* Mailed to Landlords AND Tenants - Act 274</i>						

On November 2, 2015 accounts that have remained unpaid were assessed the 10% penalty and the balances owed are now:

NOV 2 -UNPAID WITH 10% PENALTY ADDED						
	LANDLORDS		*	OWNERS		TOTALS
	Amt Owed	Ltrs		Amt Owed	Ltrs	
11/2/2015	\$ 9,808.77	33	*	\$ 3,997.70	19	\$ 13,806.47 52
11/2/2014	\$ 5,711.88	22		\$ 1,070.94	5	\$ 6,782.82 27
11/2/2013	\$ 11,493.19	33		\$ 2,320.92	12	\$ 13,814.11 45
11/2/2012	\$ 14,289.01	48		\$ 1,850.59	5	\$ 16,139.60 53
<i>* Mailed to Landlords AND Tenants - Act 274</i>						

These customers now have until November 15 to pay before they are sent to the tax roll by the City Clerk.

2015 Northstar User Conference – Debbie Powers attended the 2015 Annual Northstar User Conference on October 21-23rd in Atlanta, GA. This is a full scholarship to attend the conference paid by WPPI. Once caught up from being gone, we will meet and see what she's learned!

Baker Tilly Utility University – Nancy attended Baker Tilly's Utility University on October 20. While numerous topics were presented on, the most noteworthy to us are the changes to the electric and water PSC

reports that need to be incorporated into our 2015 reports and GASB 68. This requires employers to recognize their proportionate share of the collective net pension liability on the face of the financial statements. We will be able to complete this calculation internally without the need to hire an actuary.

Community Solar Garden – The groundbreaking for our Community Solar Garden was held on Monday, October 12 at 4 p.m. at the site. We had about 50 to 75 people in attendance. Thanks to Bob Mullen for attending and for buying a panel!! To date we have sold 5 panels. During the Community Trick or Treat Day (October 30) our mascot Sunny handed out about 334 Sun-Maid Raisins with flyer invitations to the two information sessions we are holding on November 5, one from 8-9 a.m. and the other from 5-7 p.m. It is planned that Mike and Wes will be personally visiting businesses in town, starting with the larger businesses and working their way down in hopes of selling panels to them.

Weston Arndt, WPPI Energy Services Rep:

Shared Savings Loan – Domain, Inc.

Domain, Inc chose to request \$25,000 from the WPPI Energy Shared Savings loan program for their compressed air and lighting energy efficiency improvements. This level of funding does not require a full financial review. Based on Domain's utility payment history, staff will proceed with entering the shared savings agreement at the level of \$25,000.

Community Solar Update

Community Solar outreach has included letters and emails to Renewable Energy Program participants, customers who have signed up for the interest list, ads in the New Richmond News, and postcards to commercial and industrial customers. The next step is to meet with area businesses, as well as reaching out to churches and non-profits. A camera has been installed to create a time lapse video of the construction. Work will begin the week of November 9 and is expected to be completed around the first week of December.

Mike Darrow, Utility Manager:

Mike met with WPPI representatives when they were present for the Solar Garden project. Discussion took place on the advantages of extending our contract with WPPI. We have until March of 2016 to make a decision. This will be discussed again at the next Utility Commission meeting in December.

Communications and miscellaneous correspondence – None

Closed session per State Statute 19.81 (1)(c)(f)

A motion was made to go into closed session by Pat Becker, seconded by Dan Casey, and carried.

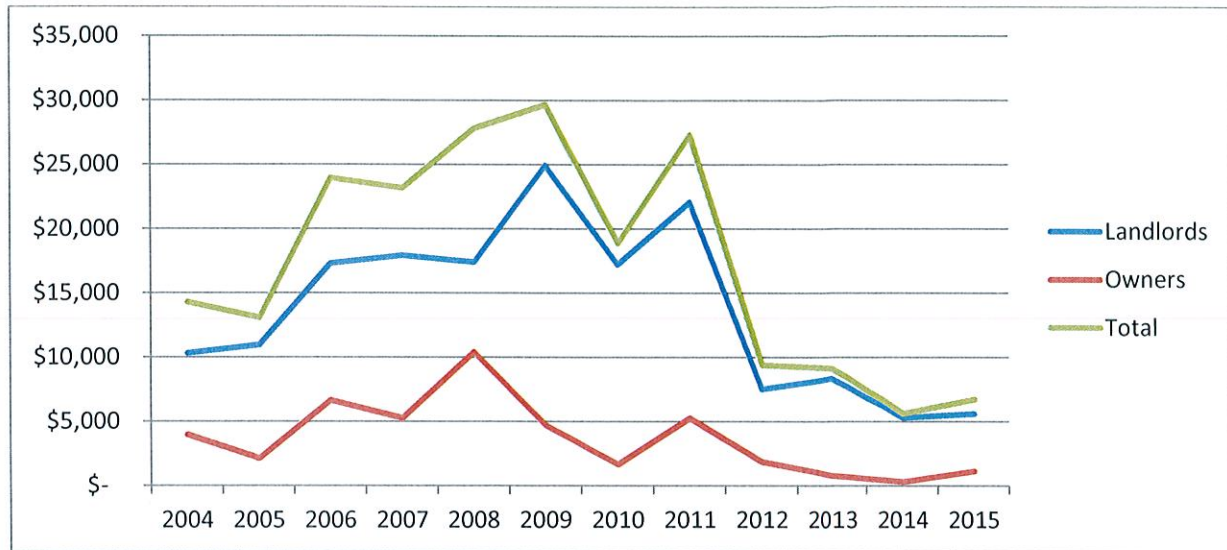
Open session – Action on Closed Session Agenda - None

There being no further business, a motion was made by Pat Becker to adjourn, seconded by Dan Casey, and carried. The meeting adjourned at 9:13 a.m.

Jerry Frey, President

Bob Mullen, Secretary

History of Amounts Sent to Tax Roll



	<u>Landlords</u>	<u>Owners</u>	<u>Total</u>
2004	\$ 10,309	\$ 3,962	\$ 14,271
2005	\$ 10,948	\$ 2,113	\$ 13,061
2006	\$ 17,283	\$ 6,639	\$ 23,922
2007	\$ 17,906	\$ 5,253	\$ 23,159
2008	\$ 17,386	\$ 10,410	\$ 27,796
2009	\$ 24,929	\$ 4,712	\$ 29,641
2010	\$ 17,215	\$ 1,659	\$ 18,874
2011	\$ 22,050	\$ 5,259	\$ 27,309
2012	\$ 7,520	\$ 1,851	\$ 9,371
2013	\$ 8,349	\$ 785	\$ 9,134
2014	\$ 5,296	\$ 320	\$ 5,616
2015	\$ 5,596	\$ 1,120	\$ 6,716